

SRS/CSS Policy

Regarding: Background Checks

Originally Effective: December 4, 2002

Revised and Effective: July 2, 2003, August 1, 2006, August 27, 2009,
September 8, 2009

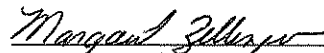
Policy Language:

Community Developmental Disability Organizations (CDDOs), Community Service Providers (CSPs), and all other affiliates (excluding environmental/adaptive equipment vendors) providing DD funded services shall conduct appropriate background checks for the purposes of obtaining information necessary to ensure that no owner or employee with a history of abuse, neglect and/or exploitation of children or vulnerable adults is inappropriately allowed to be placed in a position whereby DD consumers are placed at risk. Background checks are required of owners/employees regardless of whether they are specifically providing a licensed or non-licensed service.

Procedures:

1. CDDOs, CSPs, and other affiliates shall complete background checks on all owners/employees within 2 months of the ownership/hire date. Background checks shall, at a minimum, include searches for information from the following sources:
 - a. SRS-Adult Protective Services Registry
 - b. SRS-Child Protective Services Registry
 - c. KDHE-Kansas Nurse Aide Registry
 - d. Kansas Bureau of Investigation (KBI) – Criminal History Record Check. If a CDDO, CSP or affiliate wishes to utilize a national databank registry or a service that performs a national databank search in lieu of the KBI check, they may do so
2. CDDOs, CSPs, and other affiliates are responsible for ensuring that information gathered from background checks are utilized in making employment determinations, as provided for in K.A.R. 30-63-28 (f).
3. Evidence of completion of background checks must be available for review by authorized SRS and CDDO staff.
4. Nothing in this policy prohibits CDDOs, CSPs and other affiliates from establishing their own requirements to perform additional or supplemental background checks beyond those identified in this policy upon their employees or those of their affiliates.

Approved on this 9th day of September


Margaret Zillinger, Director
SRS / Community Supports & Services